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DESIGN EXCELLENCE

## Durham Appearance Commission

### Minutes

21 July 2010

Attendees:					
Name	Attended	Initials	Name	Attended	Initials
Kevin Turner, Chair		KT	Lesley Stobert	x	LS
Susan Straw, Vice-Chair	X	SS	Derek Jones	x	DJ
Jonathan Parsons, Secretary	X	JP	Christina Conitzer	x	C
Anne Kramer, Staff Liaison	x	AK	Jacqueline Blue	x	JB
Rebecca Wellborn		RW	Tonya Battle		TB
Howard Holcomb	X	HH	Olumayow A Alabi	X	OA
Todd Parrot		TP			
Mark Hough	x	MH			

#### Full Commission Meeting

**Bold type below indicates new discussion**

ITEMS	NOTES/ ISSUES/ ACTION	RESP	DUE DATE
1.0	<b>Call to Order 5:45 - SS</b>		
2.0	<b>Approval of Meeting Minutes</b> Motion by SS, Second by JB- May minutes still need to be reviewed		
3.0	<b>New Members</b> 1. Welcomed Olumayow to the group		
4	<b>Golden Leaf Awards</b> 1. Master Schedule of Tasks (Straw) 2. Organization (Straw & Stobert) 3. Logistics (Conitzer & Welborn) 4. Marketing (Compton & Blue) 5. Fundraising (Parrott) 6. KDB partnership 7. EAB Agreement		



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## **Durham Appearance Commission**

### **M i n u t e s**

4.1	<b>Master Schedule of Tasks</b> <ol style="list-style-type: none"> <li>List reviewed –</li> <li>August 13th is end of Nominations</li> </ol>		
4.2	<b>Organization – CC and RW</b> <ol style="list-style-type: none"> <li>Nomination Forms: <ol style="list-style-type: none"> <li>CC – Forms had an error and AK and admin assistant is working on an alternative strategy</li> <li>Staff working with CC to correct issues</li> <li>Friday July 23 to be new date to get the forms corrected.</li> </ol> </li> <li>MH concerned about internet access and nomination forms. <ol style="list-style-type: none"> <li>Group discussed possibility of doing announcement posters and get the posters placed in libraries</li> <li>MH offered to do poster and print up</li> <li>Commission would need to distribute to libraries</li> <li>Need to get confirmation from KDB on what methods broadcasting the nominations period</li> </ol> </li> <li>AK has asked that if any commission member knows of a project previously nominated prior to the form error. <ol style="list-style-type: none"> <li>She has asked that we get any known nominees to her to make sure they have not been lost in the process.</li> </ol> </li> <li>New nomination deadline of August 13th will severely limit the amount of time available to get pictures and narratives written for the project.</li> <li>Photo assignments – Need to get list of people together that can take the photos. <ol style="list-style-type: none"> <li>MH recommends that the photo task get distributed among the committee by geographic area.</li> <li>LS – Recommends that everyone gets assigned one due to timeframe and concern of volunteers.</li> </ol> </li> <li>Committee had general discussion on how to handle the people's choice awards. <ol style="list-style-type: none"> <li>Need to iron out timeline for when to close the people's choice in order to allow for brochure printing and for the engraving of the award.</li> </ol> </li> <li>Discussion on the online voting <ol style="list-style-type: none"> <li>Currently solution is to track by computer.</li> <li>Email tracking would require each ballot to be sent out manually.</li> </ol> </li> </ol>	CC/RW/A K	

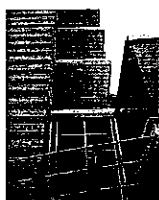


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4.3	<b>Logistics</b> <ol style="list-style-type: none"> <li>1. SS – meeting with Nosh to finalize the quote for the catering</li> <li>2. MH will call Dan Jewell in regards to keynote</li> </ol>		
4.4	<b>Marketing</b> <b>Summary of marketing strategy</b> <ol style="list-style-type: none"> <li>1. Nominations strategy               <ol style="list-style-type: none"> <li>a. JB meeting with Amy Blaylock with City</li> <li>b. Amy and Dorothea re-working a press release to re-spin the deadline revision</li> <li>c. Herald sun has been contacted to get a series run on previous nominees</li> <li>d. JB to send info to Time Warner for the Community Board</li> <li>e. Wants to ask Dorothea to get Convention center and visitors bureau to run something</li> </ol> </li> <li>2. JB – after nominations close, will follow-up with Dorothea to get event advertisements out.</li> <li>3. JB – only events at library can appear on the library home page</li> </ol>		
4.5	<b>Fundraising</b> <ol style="list-style-type: none"> <li>1. DJ presented a revised budget spreadsheet and fundraising accountability</li> <li>2. CC needs line added for \$60.00 for voting website</li> <li>3. LS concerned on the 100 chairs, thinks should be increased to 125.</li> </ol>		
4.6	<b>KDB Partnership</b> <ol style="list-style-type: none"> <li>1. MH discussed KDB liaison</li> <li>2. Group discussed that Liaison needs to be able to go to KDB meeting as needed and vice versa.</li> <li>3. Sylvia is no longer the chair, so need to edit it.</li> <li>4. Kevin needs to sign the form</li> <li>5. Motion to approve agreement – CC, Second HH, Unanimous</li> </ol>		
5.0	<b>New Business</b> <ol style="list-style-type: none"> <li>1. By Laws</li> <li>2. Grant/Projects</li> </ol>		

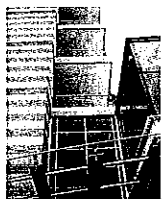


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5.1	<b>By-Laws</b> <ol style="list-style-type: none"> <li>1. AK will be mailing revised by-laws for review of commission per the current By-laws.</li> <li>2. SS-Changes requested – Chairman, vice chairman – Chair and Vice Chair</li> <li>3. LS wants to revised the by-laws – revision process modified to say "Email in place of mail"</li> </ol>		
5.2	<b>Grant Program</b> <ol style="list-style-type: none"> <li>1. AK distributed Imagine Durham MiniGrant Application information</li> <li>2. Committee discussed getting grant written before September deadline.</li> <li>3. Committee felt that not able to get grant written prior to this deadline.</li> </ol>		
6.0	<b>Unfinished Business</b> <ol style="list-style-type: none"> <li>1. Project selection</li> <li>2. Strategic plan</li> <li>3. Road show</li> </ol>		
6.1	<b>Project selection</b> <ol style="list-style-type: none"> <li>1. Commission still needs to determine a consensus on what we want to do as a commission</li> <li>2. Current projects:               <ol style="list-style-type: none"> <li>a. Road show</li> <li>b. Golden Leaf Awards</li> <li>c. Project reviews- review committee</li> </ol> </li> <li>3. LS – asked about database of areas in need of help</li> <li>4. HH/SS confirmed on hands-on project goal</li> </ol>		
7.0	<b>Committee reports</b> <ol style="list-style-type: none"> <li>1. public art- no new info</li> <li>2. DAAG- no update</li> <li>3. Review Committee – DJ – July meeting cancelled, august 5 and august 26 are open to use as GLA meetings. Committee discussed using the August 5 meeting to use this to follow-up with Dorothea</li> </ol>		



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	Adjourn- 7:11 – motion by jp, second by LS		
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*This represents the Secretary's understanding of the principal matters discussed. If there are any additions or corrections, please notify the Secretary immediately. If not, these minutes will stand as a record of the items discussed.*

Distribution:			
Attendees			
File			

